



KING COUNTY
ADMINISTRATOR I
DEPARTMENT OF EXECUTIVE SERVICES
OFFICE OF EMERGENCY MANAGEMENT/E-911 PROGRAM OFFICE
Hourly Salary Rate: \$20.4816 - \$25.9617(hourly)
Job Announcement No.:03ES3693
OPEN: 8/25/03 CLOSE: 8/29/03

WHO MAY APPLY: This position is open to King County career service employees.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Marlys Davis, E-911 Program Office, 7300 Perimeter Road S., Room 129, Seattle, WA 98108. MS: AIR-ES-0128.** Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Marlys Davis at (206) 296-3911 or Colleen Boyns at 296-3912 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), resume, and letter of interest detailing your background and describing how you meet or exceed the requirements, are required for this position.

WORK LOCATION: 7300 Perimeter Road S., Room 128, Seattle, WA 98108

WORK SCHEDULE: This career service position is non-exempt from the provisions of the Fair Labor Standards Act, and is overtime eligible. The work week is normally Monday through Friday.

PRIMARY JOB DUTIES INCLUDE: The E-911 Program Office provides an administrative function that receives and distributes revenues from taxes levied on phone lines to support 911 services for all agencies within King County. Employees in this office often work with minimal supervision and must coordinate internally, with other local and state agencies, and with service providers. Primary job duties include but are not limited to:

- Coordinate with telephone companies in the maintenance of service agreements and ensure compliance with contractual obligations.
- Maintain and track E-911 excise tax revenue records including receiving and verifying tax statements and checks in the mail, accurately entering tax information on spreadsheets, completing bank deposit forms and making deposits, and follow up with companies who are behind in tax remittance.
- Assist in maintenance of E-911 database by verifying addresses, accurately entering address ranges in database, screening database trouble reports from PSAPs and accurately entering reports in computer reporting system, and coordinating with telephone companies to verify audits of database changes.
- Distribute and monitor distribution of E-911 public education materials to police and fire departments, other departments and the general public and maintain records of remaining materials.
- Process financial transactions such as accounts receivable, accounts payable, and escrow accounts for the E-911 Office.
- Assist in preparing course materials for PSAP training program.
- Maintain E-911 correspondence records, various logs, and database records.
- Answer E-911 administrative phone lines, and coordinate office functions with other office employees who are frequently performing duties away from the office.
- Perform other office functions such as mailings, taking and producing minutes for meetings, representing E-911 Program at safety fairs, ordering and maintaining office supplies, and other duties as assigned.

REQUIRED SKILLS AND KNOWLEDGE

- Knowledge of information gathering techniques and principles for research assignments
- Knowledge of financial principals and practices
- Analytical skills
- Interpretive skills
- Organizational skills
- Communication skills (oral and written)
- Interpersonal skills
- Mathematical calculation skills
- Skill in the use of personal computer and work-related software.

QUALIFICATIONS:

1. Two years of full-time experience providing administrative support to a program.
2. Demonstrated ability working with service providers to ensure maintenance of service agreements and/or compliance with contractual obligations.
3. Demonstrated ability in performing research to gather and prepare information for review and decision making purposes.
4. Excellent customer service skills including effective listening and problem-solving and ability to deal courteously, professionally and tactfully with service providers, internal and/or external agencies and the public.
5. Demonstrated ability in developing and maintaining effective working relationships with others, including working effectively as a member of a team and with diverse populations.
6. Demonstrated ability to independently prioritize workload, work under pressure with tight timelines and changing priorities, and simultaneously work on multiple assignments.
7. Demonstrated initiative and accountability skills for work product or service.
8. Demonstrated punctuality, dependability and good work attendance.
9. Excellent verbal and written communication skills and ability to follow oral and written instruction.
10. Demonstrated ability to use a computer, including use of Windows-based software including Microsoft Excel and Word.

NECESSARY SPECIAL REQUIREMENTS: Possess Washington State driver's license and successfully complete a police background check. Be willing to serve in the Emergency Operations Center (EOC) in an operational capacity or at other locations as assigned during exercises, emergencies, or disasters.

CLASS CODE: 8387

SEQUENCE NO.: 0050